



What are we doing to help students come and complete at the College?

What are we doing to help employees come and stay at the College?



President's Bi-Weekly Report

For period March 3, 2025 to March 14, 2025

*** Next Report is due Friday, March 28, 2025 "Pay Day"*

Strategic Projects for 2024-2025 Academic Year

In identifying the strategic projects for their departments, supervisors need to address at least one of the two **SMART** (Specific, Measurable, Achievable, Relevant, and Time-based) strategies shown below in alignment with the strategic plan and its key performance indicators (KPI's) to fulfill the College mission of student access and success, and align the human, fiscal, and physical (facilities, IT) resources. The two strategies are:

1. What are we doing to help students come and complete at the College?
2. What are we doing to help employees come and stay at the College?

ACADEMIC AND STUDENT SERVICES

01_ Admissions & Enrollment Management

Increasing general applications by 3% with strategic recruitment of HS students, adult students, and a foci on the matriculation of CCP students to general application. This will also include a 1% increase in minoritized applications. Work to Increase yield rate from application to enrolled by 2% working closely with the academic liaison's providing exceptional customer service.

- Increase yield rate from application to enrolled by 2% by working closely with academic liaisons
- Increase general applications by 3% with strategic recruitment of HS students, adult students, and with a focus of matriculation of CCP student to general application. This will include an increase of 15 applications from minority students.
- Provide exceptional customer service to prospective students and current students implementing a response period of 48 hours.

Activities

- ✚ *Continued scheduling of advising appointments for summer and fall 2025*
- ✚ *Visiting CTE Labs at all of the career centers*
- ✚ *High school visits are as follows:*
 - *Lexington High School Campus Visit*
 - *Shelby High School Campus Visit*
 - *Mansfield Christian College Night*
 - *Madison CTE Visit*
 - *Ehove Career Center Lab visit and*
- ✚ *Spring Welcome bag drop off to all of the schools inviting them to Open house Events and Counselor Meeting to the following schools:*
 - *Cypress*
 - *Lexington*
 - *Ontario*
 - *Madison*
 - *St. Peters*
 - *Mansfield Christian*
 - *Buckeye Community*

- *Mansfield Senior*
- *Digital Academy*
- *Lucas*
- ✚ *Continued work on adult learner ATD strategic enrollment plan meeting on site with ATD coach Dr. Dones*
- ✚ *Admission representatives had 30 in-person/online admission appointments*

02_ Engineering Technology, Business, and Criminal Justice (EBC) Division

Increase enrollment by 1%, retention by 1%, and class size by 1%

Business:

- ✚ *Awaiting response of ACBSP interim report submitted February 14*
- ✚ *Discussion exploring possible bachelor's degree program with AI focus*
- ✚ *Preparing for Ontario High School cohort in Fall 2025*
- ✚ *Revised and clarified website links*

Engineering Technology/BASMET:

- ✚ *Continuing program assessment to align with ABET accreditation requirements.*
- ✚ *Awaiting final status of ABET accreditation in late Spring.*
- ✚ *Vacuum System unpacked and assembling begun as part of student project course*
- ✚ *Awaiting delivery of Smart Manufacturing Enterprise System expansion components*
- ✚ *New IST Lab Technician, David Wright started 3/11/2025*
- ✚ *ODHE RAPIDS for IST Lab improvements of PLC trainers and VFD trainers. Retrofitting current VFD trainers with operating funds and evaluating need for additional trainers. Awaiting Ohio Controlling Board release of funds to ODHE. After funds released to ODHE, NCSC can request the Ohio Controlling Board release the purchase order to the Vendor.*
- ✚ *Gathering potential candidates' interest for advisory board to evaluate Manufacturing Program offerings and course outcomes using OMA competencies study.*
- ✚ *The engineering project courses are benefiting from reorganized and cleaned project assembly areas and engineering project materials storeroom.*

Criminal Justice/Police Academy:

- ✚ *Spring 2025 Academy began on February 24, 2025*
- ✚ *Nine candidates referred from local law enforcement agencies*
- ✚ *Onboarding Coordinator of RICJ programing Michael Fuddy*
- ✚ *Michael brings 30+ years of corrections experience with adult and juvenile populations.*
- ✚ *Evaluating Department of Youth Services training for CJ course credit.*

- ✚ ***Ohio Semi-Conductor Network** and OACC wrapping up Intel grant activities and campus implementation of curriculum through SkillsCommon CoLab Plans.*

Timeline of Activities

<i>Activity Description</i>	<i>Expected Date of Completion</i>	<i>Person Responsible</i>
<i>Establish an inter-department taskforce for the Semiconductor Network Initiative</i>	<i>March 20, 2025</i>	<i>Chief Academic Officer</i>
<i>Monthly team meetings of Semiconductor Network Initiative at CCC taskforce</i>	<i>Sept 30, 2025</i>	<i>Campus coordinator</i>
<i>Webinar about Open Educational Resources related to semiconductor programs</i>	<i>April 15, 2025</i>	<i>Campus coordinator</i>
<i>Schedule and conduct professional development for faculty and staff on PLC, Robotics, and Smart Manufacturing system</i>	<i>August 1, 2025</i>	<i>Campus Coordinator</i>
<i>Build out content in semiconductor courses</i>	<i>August 1, 2025</i>	<i>Campus Coordinator</i>
<i>Review Manufacturing and Engineering Curriculum for wider adoption of Intro to Manufacturing course</i>	<i>August 1, 2025</i>	<i>Campus Coordinator</i>
<i>Progress report to OACC and CAO</i>	<i>June 1, 2025</i>	<i>Campus Coordinator</i>
<i>Revise Your CC outreach materials for distribution to high school counselors and at Your CC recruitment events (all types)</i>	<i>June 15, 2025</i>	<i>Outreach Director</i>
<i>Conduct outreach and recruitment sessions (face-to-face and virtually) on Intro to Manufacturing course</i>	<i>August 30, 2025</i>	<i>Outreach Director & Campus coordinator</i>
<i>Final report to OACC and your CC's CAO</i>	<i>September 10, 2025</i>	<i>Campus Coordinator</i>

DOL Strengthening Community Colleges initial partner meeting on 3/17.

🚩 North Shore Manufacturing Workforce Partnership

Facilitated by the Ohio Technical Skills Innovation Network (Ohio TechNet), five Northeast and Northwest Ohio community colleges have partnered with state and regional industry leaders to drive innovations designed to meet manufacturing workforce needs, supported by

a \$5.7M investment from the US Department of Labor Strengthening Community Colleges initiative.

The North Shore Manufacturing Workforce Partnership focuses on increasing enrollment in and completion of in-demand engineering technician career programs. It emphasizes hands-on, work-based learning and will create processes that can be replicated across Ohio.

This regional initiative will test innovative strategies to increase efficiency through collaboration. Partners will:

1. Scale on-the-job/earn-and-learn partnerships by testing ways to increase new models for how educators and industry sector partnerships work together to launch, grow and sustain these models;
2. Align programs to industry demand and facilitate employer engagement and student support, serving 875 participants over four years.
3. Scale credit for prior learning and work experience in manufacturing technician-certificate and associate degree pathways, informed by the Ohio Manufacturing Competency Model.

Other Division News

- ✚ Student tours completed for Lexington High School and St. Mary High School
- ✚ OSU Mansfield Upward Bound students visiting on July 2
- ✚ Noncredit-to-Credit: Investigating potential of Industrial Technology certificate and coursework to align with industry recognized credentials and credit for prior learning. Reevaluating PLA Policy and procedures
- ✚ Continuing evaluation and optimization of Kehoe Center space use and organization.

03_ Health Sciences Division

Enrollment goal: Program application numbers, received by May 1, 2025, will increase by 19% overall, and increase enrollment by 100% in Bioscience and PHTA programs, and increase enrollment in Respiratory Care by 17%.

Retention goal: Student course completion rates, in key first year courses, will increase by 5% overall.

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- ✚ As we finish the first half of the spring semester, we are doing well with our overall retention.

Spring Courses Retention Goals			# day 12	current	% of retention
Course	Spring 2024%	% goal for 2025	1/28/2025	03/14/2025	
BIOL-1550	97%	97%	91	91	100%
BIOL-1730	88%	90%	32	32	100%
BIOL-2752	80%	85%	135	130	96.3%
PHTA-1090	NA	88%	Session A	3	100%

President's Bi-Weekly Report

PHTA-1110	NA	88%	3	3	
PNUR-2012	100%	95%	26	26	100%
RADS-1260	94%	95%	21	21	100%
RESP-1220	94%	94%	16	16	100%
RNUR-1050	89%	92%	79	79	100%

Enrollment goal: Program application numbers, received by May 1, 2025, will increase by 19% overall.

- Four programs (BSN, Registered Nursing, Radiology and Physical Therapy Assistant) have already met their March 1st goals. Last year at this time, our total apps totaled 149 and we currently have 167 applications. This is a 7.5% increase in applications submitted to date. Next reporting period we will shift to the April 1st application goal.

HS Enrollment Goals						
HS Program	Max #	Applications submitted	2025 % total and # of apps= goal			to date % of max #
			3/1/2024	3/1/2025 Goal %	Goal #	
LPN/RN ART	32	18	63% of max	20	1	3%
BSN	FT 15	0	33%	5	5	33%
RN	88	47	58%	51	61	69%
PN- PM/SU	32	24	82%	26	26	81%
PN- Trad/FA	24	4	33%	8	4	16%
PTA	20	NA	40%	8	10	50%
RADS	22	22	100%	22	52	100% +
RESP	24	6	33%	8	8	29%

04_ Liberal Arts Division

Increase Liberal Arts program recruitment events to two per semester.

- Working with ATD and other NC departments on improving the recruitment and retention of adult learners.
- Continue working with instructors to strengthen the Education courses and aligning them with the proposed Bowling Green State University partnership.
- Continue working to submit Ohio 36 courses for approval by the state.

05_ Title III

Work with academic programs to identify discipline-specific professional development and OER opportunities, finalize 8-week course investigations in remaining programs, and continue to report out grant metrics to enhance student and faculty success. Increase number of courses with OER and 8-Week terms.

- ✚ *The opening of the annual performance report portal has been delayed due to the recent layoffs at the Department of Education. No word on when it will be accessible at this time.*
- ✚ *An updated draft of the report referencing the prompts from the previous report has been generated.*
- ✚ *Grant evaluator meeting held on 07Mar went well. Evaluator would like to begin incorporating more qualitative data from students that have utilized Jeff and James's services as well as faculty that have completed ACUE training.*
- ✚ *We will start collecting this data for the next year of the grant.*
- ✚ *Currently working with Human Services on converting select courses to the 8-week modality*
- ✚ *Beginning to investigate potential meeting days/times for grant steering committee meeting in April.*

✚ **Equity & Access Coordinator engagement:**

- *1:1 Support sessions: 25* Faculty sessions: 06
- *Student Groups: 00*
- *Events/Workshops held: none*

✚ **Technology Success Coach engagement:**

- *Workshops Held: In-Person: 0 Zoom: 0 Video Hits: 4*
- *Student Support: Email: 1 Phone: 0 In-Person: 0*
- *Faculty Support: Email: 5 Phone: 0 In-Person: 0*
- *Staff Support: Email: 4 Phone: 3 In-Person: 0*

06_ Registrar (Student Records)

Review catalogs and course descriptions of our top 4-year partner schools to increase number of degrees & certificates awarded to former NCSC students through the Credit When It's Due program.

- ✚ *All Final grades are in for SP2025 Session A*
- ✚ *ME.BAS students will be reviewed for possible ME.AAS awarding, development of future plans to capture these students underway*
- ✚ *Attendance reminders have been sent for Session B.*

07_ Student Support Services (Student Success Center and Retention Services)

Increase retention rate of TRIO SSS participants to 69% through intentional engagement and sustained services provided during the reporting year.

- ✚ *Total TRIO students enrolled Spring 2025: 64*
- ✚ *Number of referrals to TRIO via Aviso Engage since start of term = 39*

By the end of each week, all Tier 2 & Tier 3 tutors will individually contact at least three students enrolled in their embedded or primary courses through email, phone, or Canvas messaging.

- ✚ *For the time period of 2/23 to 3/08: Visits = 105; Hours = 112.37; Unique students = 69*

- ✚ *Number of referrals to Tutoring via Aviso Engage since start of term = 39*
- ✚ *Spring 2025 tutor schedule session B available (Click [here](#) for the current schedule)*
- ✚ *Conducting TEAS Prep Workshops the week of 3/10-3/14: 20 registered students*

Increase student internship opportunities with local businesses by 20% during Fall 2024 and Spring 2025 through a structured outreach and communication campaign.

- ✚ *14 students placed in internships this semester*
- ✚ *32 student appointments completed since start of term*
- ✚ *17 employer contacts this semester*

By creating a campus culture of wellness, increase referrals to and utilization of student assistance program (campus counseling) by 10% during Fall 2024 and Spring 2025.

- ✚ *Green Bandana Project workshop: 3/18/25 from 10 – 11 AM in Health Sciences*
- ✚ *Number of referrals to campus counseling via Aviso since start of spring term = 4*
- ✚ *Updating Wellness & Mental Health webpage to include campus wellness events: <https://ncstatecollege.edu/personal-wellness/>*
- ✚ *Developed a “Gentle Reminder” messaging campaign; Week 9 focus is on nutrition - “Good Eats Help Me Thrive!”*

Conduct outreach that results in an increase in student visits by 20% to the Office of Specialized Support Services (Disability Office) during Fall 2024 and Spring 2025.

- ✚ *Responded to 3 Alerts/Referrals for the time period of 2/23 to 3/08*
- ✚ *Registered 0 new students for accommodations for the time period of 2/23 to 3/08*

Develop and implement a bi-weekly engagement campaign targeting high-risk students resulting in 20% increased engagement with the Resource Navigator during Fall 2024 and Spring 2025.

- ✚ *Number of laptops lent out for spring term = 25 / Number of calculators lent out = 11*
- ✚ *Number of referrals to Resource Navigator via Aviso since start of spring term = 13*
- ✚ *Weekend Food Box program resumed on 1/30/25; 29 served since restarting program*

08_College Credit Plus

Increase CCP enrollment by 2% on headcount; 2% on credit hours

- ✚ *CCP enrollment update for SP2025*
 - *Enrollment to date: 1283 students and 8490 credit hours*
 - *% Change in last 2 weeks*
 - *Added 0.6% to head count of enrolled students*
 - *Added 0.5% to credit hours enrolled for Spring B*
 - *Continued - B Session registration for available seats*
 - *Continued with school partners as one term ends and the next begins*
 - *Alignment of records for high school-based sections; alignment of rosters; ordering materials, troubleshoot access to NCSC platforms and course materials.*
- ✚ *Spring Semester Activity –*
 - *Continued – Annual CCP Information Session meetings at high schools for parents and potential CCP students for 25-26 CCP enrollment.*

- *Recently we've had information sessions with students and families at Shelby HS, Galion HS and Mansfield Christian HS, along with two parent workshops at MCHS for parents of Nonpublic and Homeschool students to complete their annual CCP Funding Applications (Annual requirement and application through OH | ID Account)*
- *Continued – benchmarks toward Fall 25 implementation of Ontario Business Pathway Partnership.*
- *Commenced - development meeting for 25-26 and 26-27 with Crestline Exempted Village Schools*
- *Continued – Team training and process debriefs related to Spring Semester A Session wrap up*
 - *Midterm check ins for standard length courses, along with continued B Session registration and week 1 prep; We celebrate daily quick wins, along with semesterly enrollment and completion success; discussing challenges, and revising resource allocation.*
- *Commenced – 2025-26 CCP Application Days and coordination of ACCUPLACER proctoring ramp up for Fall 2025 Applicants (at partner high schools):*
 - *Shelby HS (App Day), Galion HS (1 App Day & First ACCUP Day), Ashland Co. W. Holmes Career Center (1 App Day, 1 Advising Day)*
 - *The CCP team works to recruit, advise, and enroll incoming CCP students each term,*
 - *The CCP Advisors also maintain and academically advise/support/and inform a continuing caseload of CCP, approving and supporting their registration each term.*
 - *The team also serves as primary contacts for assigned school partners, supporting needs of the students, counselors and faculty; and providing outreach for advising/pathway planning/academic support and intervention, until that student graduates high school.*
- *Continued – In addition to holistic CCP student support, a significant investment of time each week is devoted to supporting our educational partnerships and working to fulfill the needs of our school district partners (e.g. training and support for counselors, faculty and administrators, CCP application, advising, enrollment and success tracking)*
- *Continued - Represent each school and advocate for their needs to the College, AND be the NCSC representative to each school -- the first point of contact and friendly solution provider.*
 - *As each semester approaches, we address school districts need, providing course materials, troubleshooting login and materials access needs.*
 - *The CCP team continues to schedule and host CCP events at the high schools for enrollment and engagement. This includes meeting students where they are for events such as CCP Program Info Sessions for parents, CCP Application events, ACCUPLACER proctoring, CCP Advising, Orientation and Registration sessions at the high schools.*
- *Completed – Lexington HS campus visit for (100) 9th & 10th grade students; CCP/CNOW presentation and support tour of Kehoe*

- ✚ *Duo Rollout to all NCSC students (including CCP) amidst Ohio's statewide K-12 mandate to implement a district policy, restricting student access to cell phones while at their high school:*
 - *Continued during Spring Term - The CCP Team coordinates with IT to program and deliver Hardware Fobs to the high schools, provide support on fob use, and the financial responsibility to the student if the fob is not returned; securing the NCSC property agreement/contracts each student must sign in order to be assigned a fob. Fobs provide a code that must be used in place of the duo app, when a student cannot access their cell phone, needed, to ensure CCP students can access their NCSC platforms to successfully complete their assignments (Canvas, MyNC, Microsoft 365, etc.) and persist in their coursework that makes up the pathway to their goals.*

09_ Center for Teaching Excellence

1. Engage all newly created courses into the course design review process.
 2. Engage at least one program from each division (not including those who participated in the pilot) to participate in course design review for an existing core course and establishing a timeline for moving remaining courses through the process.
- **CONCLUDED REVIEWS:**
 - *ENGL-1010 (All modalities) - [Next Review - SP27]*
 - **PENDING CONCLUSION:**
 - *PSYC-1010 (All Modalities)*
 - **TO BE REVIEWED: Spring/Summer '25**
 - *REVIEW SCHEDULED (June 16- 23): RADS-1151 (Intake Form received) & additional new Course TBD (leads: Dorie Ford & Heidi Chambers)*
 - *REVIEW LEADS ASSIGNED & COURSES ID'd: RNUR 1012 – Lisa Music (+ Katie Danielson) & RNUR 1014 – Tonya Stanger (+Katie Danielson)*
 - **YET TO BE SCHEDULED: CTE has been notified the following departments have course(s) to be reviewed for Fall:**
 - *Engr Tech, Business & Criminal Justice (EBC):*
 - *Engineering (BASMET) will select courses based on needs for ABET accreditation.*
 - *Liberal Arts:*
 - *No additional courses have been identified.*
- ✚ **CANVAS MASTER COURSES REFORMATTED TO CTE QM TEMPLATE:**
- *Courses completed and Courses converted to the new Canvas Homepage(identified w/asterisk):*

- *ACCT-1070**
 - *ACCT-1090**
 - *ACCT-2031**
 - *ACCT-2092*
 - *ACCT-2060*
 - *ACCT-2030**
 - *BUSM-2090 OER*
 - *BUSM-1260*
 - *COMM-2030*
 - *ENGL-1010 (8W)*
 - *ENGL-1030*
 - *HMSV-2050*
 - *HMSV-2090*
 - *HMSV-2160*
 - *HMSV-1170*
 - *MECT-2910*
 - *RNUR-2070*
 - *RNUR-2050**
 - *RNUR-4030* OER*
 - *HMSV-1090*
 - *HMSV-1150*
 - *HMSV-2110*
 - *ITEC-1610**
 - *ITEC-2701**
 - *ACCT-2060**
 - *ACCT-2092**
 - *RNUR-4040 OER**
- *Courses in progress:*
 - *ACCT-1030*
 - *ACCT-1052*
 - *ACCT-2050*
 - *BIOL-1101 OER**
 - *CHEM-1210*
 - *COMM-1010 OER*
 - *COMM-2030 OER*
 - *ENGL-2050*
 - *HMSV-2030**
 - *SPAN-1010 OER**
 - *SPAN-1020 OER**
 - *HIST-1050 OER**
 - *HIST-1070 OER**
 - *ENGL-2070**
 - *CRMJ-2110**
- *Courses requested but not started:*

- HMSV-1030
 - CHEM-1220 OER
 - HMSV-2110
 - PSYC-2030
 - HMSV-1020
 - HMSV-1030
 - HMSV-2150
- **OF NOTE:**
 - *Teaching with AI (Bowen & Watson, 2024) Faculty Book Club with 11 Faculty Members kicked off 2/19 & will meet bi-weekly on Zoom through 4/30.*
 - *CTE Instructional Design staff have been asked to co-present a 'Teaching with AI' presentation Nov. 4 at OhioHealth's Learning Week.*

BUSINESS SERVICES

10_ Accounting Services

The Business Office/Accounting Office Strategic Project is to review, update, and streamline the office's policies and procedures to enhance operational efficiency, ensure compliance, support strategic goals and expedite student enrollment by removing obstacles in processes between student application and course registration. This initiative is crucial to safeguard our eligibility for federal funding and to uphold our reputation for excellence and accountability, as well as to continue to have clean audits. This will ensure alignment with Federal Aid requirements to allow our students to remain eligible for aid and assist in the enrollment process.

- ✚ *Work continues for reviewing the procedure manual for the Cashier's office and Accounts Payable and making any necessary updates and/or changes.*

11 Financial Aid Office

The Business Office/Accounting Office Strategic Project is to review, update, and streamline the office's policies and procedures to enhance operational efficiency, ensure compliance, support strategic goals and expedite student enrollment by removing obstacles in processes between student application and course registration. This initiative is crucial to safeguard our eligibility for federal funding and to uphold our reputation for excellence and accountability, as well as to continue to have clean audits. This will ensure alignment with Federal Aid requirements to allow our students to remain eligible for aid and assist in the enrollment process.

- ✚ *Continues to draw down all 25/26 FAFSA applications. Unlinked files are saved in FA public drive for those departments who wish to work them. Unlinked files are students who completed a FAFSA but have not applied to the college.*
- ✚ *Emailed all students who did a FAFSA, but their SS# on admission application is different than their FAFSA.*
- ✚ *Emailed all SU2025 & FA2025 admission applicants who have not completed a 25/26 FAFSA*
 - *Sent follow up texts to all applicants to complete FAFSA*
- ✚ *Emailed all current TFS and reminded them about the TFS rules, doing a FAFSA etc.*

- Emailed reminders to pre-health students on waivers that they must be in program by fall for TFS
- ✚ Adjusting aid due to WNP, attendance drops and F grades in session A courses
- ✚ Followed up with all foundation scholarship applicants who did not complete FAFSA or aid file

12_ Facilities Management

Fallerius Renovation

VR Lab Health & Science

- ✚ **Timeline 2024/2025**
- ✚ A proposal has been drafted by MacMillan engineering and company, Design phase completed and in the process of review.
- ✚ Timeline: 3/10 Send documents to bidders
- ✚ 3/13 Pre-Bid Meeting
- ✚ 4/2 Bids Due

Fallerius Renovation Project

- ✚ **Timeline 2024 / 2025**
- ✚ **Status Update:** Sol Harris day has been selected as the Architectural firm for this project.
- ✚ A Contract has been signed and by the Attorney General Office and NCSC. We are in the design phase of the project.

13_ Information Technology & Information Systems

IT: 100% enrollment or documented exception to enrollment for Duo MFA for Staff, Faculty, and Students.

IS: Completion of Ellucian SaaS conversion project.

IT Update

- ✚ Rollout of DUO MFA for remaining began on 8-26-24 and has progressing since. We have 6.66K users pulled into the Duo admin panel. Of those 3.36K have yet to either register their phones or pick up a hardware token. As time goes on this number will drastically reduce as old accounts are disabled and unlicensed. There have been markedly fewer compromised student accounts since the rollout began.

IS Update

- ✚ IS has continued monthly meetings with Colleague power-users to deliver project updates. The second environment clone is complete. Our focus is on reporting and going through the errors from the first two clones.

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Cyber threat weekly article thing -

Don't Be a Pirate

Microsoft recently revealed that a massive malvertising campaign impacted nearly **1 million PCs worldwide**. The attackers used **malicious advertisements** embedded in videos on illegal pirated streaming websites to redirect users to GitHub repositories, where malware was downloaded onto their systems. This malware performed system discovery, gathered data, and deployed additional payloads, including remote access trojans (RATs) and information stealers. The campaign, tracked under the name **Storm-0408**, affected both consumer and enterprise devices across various industries. The attackers utilized multiple platforms, including **GitHub, Dropbox, and Discord**, to host their payloads.

14_ Child Development Center

Maintain full enrollment.

Date~ Week of 3.17.25				
Class (Room)	Maximum Enrollment	Available Slots	Filled Spots	Notes
Adventure (39)	8	0	9	Two families sharing one spot
Imagination (21)	8	0	8	
Puddles (24)	8	0	8	
Fascination (27)	8	0	8	
Explorers (29)	20	0	21	
Sunshine (32)	20	0	20	
Homebase	28	0	28	

15_ Development (Foundation and Workforce)

Increase Enrollment and Retention by delivering on 5% increase targets

Foundation and Development

Fundraising-\$480,000, \$510,000 YTD

- ✚ Increase annual gifts by 5% - Ahead YTD by 30%.
- ✚ Increase scholarships provided by 5%. Two new endowed scholarship funds started in FY25, along with non-endowed Cyber Security and Drone scholarships.
- ✚ Launch and provide funding for the hospital LPN to RN cohorts and long-term care cohorts – A new request to Hessenauer and Boyd Foundations have been submitted for funding in FY26 for the LPN and LPN to RN programs.
- ✚ The Hall of Excellence is on Thursday, April 12 is nearing full capacity. The legacy video is in production, along with finishing touches on the honorees videos. Past donors are being contacted on final table sales.
- ✚ Researching opportunities for new foundation grants

- ✚ *Secured Phillips Tube Group Emerald Club gift for FY25 - \$10,000*

Workforce-Sup/Leadership, Apprentices, AI, Excel, Customer Service \$257,250 Target in Revenue, \$117,200 YTD

- ✚ *Workforce Development hosted 33 participants for our Leadership Series 1 workshop on February 26 & 27 at the Crawford Success Center.*
- ✚ *We will be hosting our Leadership Series 2 workshop on March 26 & 27 at the Kehoe Center and that training is sold out.*
- ✚ *Our team of instructors are currently developing a Leadership Series 3 training to be able to offer to the individuals that have previously participated in our Leadership Series 1 and 2 trainings.*
- ✚ *We will host a 1-day Microsoft Excel Essentials course on Thursday, April 7, and a two-hour Customer Service training on Thursday, April 17, both will be held at the Crawford Success Center.*
- ✚ *Introduction to AI workforce program is being rolled*
- ✚ *Marketing materials are being evaluated for workforce programs and working on plans for FY26*
- ✚ *Apprentice program tracking and administrative duties are being upgraded*

Workforce – Healthcare

- ✚ *Avita CEO meeting planned and OhioHealth will follow*
 - *Nursing*
 - *Two new grant requests for scholarships to fund LPN and LPN to RN programs*
 - *Request for foundation funding for the Avita employees interested in the RN program only (not LPN to RN)*
 - *Internal meeting was held on current nursing program capacity at NCSC, the hospitals request for an LPN to RN evening cohort, and the foundations plan to continue funding nursing student scholarships, in preparation for the Avita CEO meeting.*
 - *Phlebotomy*
 - *Avita agreed to be phlebotomy clinical site – meeting set to review the site agreement and insurance plan.*
 - *Two cohorts planned, one Community in summer 2025 and MOESC in fall 2025. Appointments with area agencies scheduled to establish relationship, inform about program, request clinical support, and offer training for their employees. Wayne county chamber meeting and foundation are in discussion phase*

16_ Crawford Success Center

Identify new community partnerships and program opportunities to drive application and enrollment growth. This will result in a 5% general applicant growth in Crawford County and 5% enrollment growth of Crawford residents.

School & Community Engagement

- ✚ *Continuing monthly Bucyrus & Galion High School visits for Juniors and Seniors*
- ✚ *Establishing visits in Crawford to grades 9-11*
- ✚ *Hosted Crawford County Chamber Lunch & Learn- 34 guests– promoted upcoming Workforce trainings*

Scholarships for Success- *Raised \$29,275 from March 6 event, with two more gifts pledged*

Workforce Engagement Support

- ✚ *Timken Manufacturing Lab- Timken training 2x/week at the CSC*
- ✚ *Baker's Pizza/Old 30 BBQ Partnership- trainings set for March & April*
- ✚ *Promoting upcoming trainings for April- Microsoft Excel & Customer Service*

Strategic and Institutional Transformation (Institutional Research & Grants)

17_Institutional Research

Make data more available for decision making through the use of technology such as websites and/or dashboards as data security and cost allow.

- ✚ *Implementation of the dashboard is being delayed due to work associated with the Colleague SaaS conversion and its associated challenges and opportunities.*
- ✚ *Ongoing work with an OACC group that is exploring best practices to improve data literacy.*
- ✚ *This work includes creating a standardized set of definitions in a non-threatening format in support of having consistent data for benchmarking across the sector and greater data literacy across roles.*
- ✚ *Continued interaction with Christy and others to evaluate information gathered at the in-service from the ICAT and to implement recommendations where feasible.*

18_Grants

Awarding of at least three major grants (\$100,000+) in the next year.

- ✚ *In the wake of the ongoing federal funding freeze, there have been almost no new grants posted.*
- ✚ *In lieu of this, we have been researching databases to find potential matches on foundation and corporate funding within specific geographic and interest (e.g., workforce, basic needs) areas. We have been cataloging these and passing these onto the Foundation and other sources for consideration.*
- ✚ *We are doing some early pre-work for the state RAPIDS (equipment) program for next fall.*

19_ Human Resources

Onboarding and Orientation Processes:

Create formal onboarding process to ensure new hires are fully integrated and feel welcomed within their first 90 days.

Conduct regular check-ins with new employees at the 30, 60, and 90-day marks to gather feedback and address any concerns promptly.

New hires/new positions: 3/2/25 – 3/15/25

✚ *Ashely Prater - Custodian*

✚ *Michael Fitty – Facility/Program Coordinator, Correctional Education*

✚ *Introducing New Employees for this period:*

(see “Our Growing Family” and/or specific departments in the [Employee Photo Directory](#))

20_ Marketing and Public Relations

Capture 1,200+ inquiries to populate top of funnel (20% increase over FY24 goal)

✚ *Continuing web inquiries for FY25: We have an additional 31 web form inquiries since the last report. **Total is now 1,429 for FY25.** Web chat inquiries added a total of 1,009 chats and calls through March 13, 2025.*

✚ *Support the development of processes and communication streams as we move inquiries toward application and registration*

- *Working on a special campaign for HMSV using grant dollars*
- *Viewbooks, pocket folders, die cut “NC” handouts encumbered.*
- *Web page activity from direct advertisements continue to show significant interest this spring:*

- */ccp-welcome and /ccp garnered 5,166 active users since the end of January (users compiled 7,676 page views)*
- */ad-landing and /ad-landing2 welcomed 2,019 active users (2,634 page views)*
- *Inquiries revert to automated response sequences.*

✚ *Spring promotion is in process supporting, in part:*

- *Special events, e.g. open houses, visits, CCP nights, financial aid nights, and more*
- *Foundation events – Scholarship for Success, Legacy of Leadership, Hall of Excellence*
 - *New signage up in Kehoe and Crawford (Below)*
- *CCP is winding down with the deadline to submit to participate approaching.*
- *Adult learner grant continues to be promoted*
- *Traditional enrollment with or without CCP credit is new promotion rolling out*
 - *Sponsored content will support the campaign*
- *HMSV and adult learner campaigns will follow as we near the end of FY25.*

21_ Faculty Caucus

Continue communication between faculty and students, by increasing faculty usage of college systems (Aviso, Canvas...) by 20% for Aviso notes and 8% for Aviso alerts.

✚ *gave the caucus updates at division meetings*

- ✚ *continue reminding faculty to use AVISO*
- ✚ *reminded faculty of the new advising policy*
- ✚ *helped to form and approve search committee for liberal arts assistant dean*

22_ Staff Caucus

Considering the previously identified customer service topics which benefit both internal and external stakeholders, which are:

- a. Customer Service Response Timeframes
- b. Problems Solving/De-escalating Situations
- c. Staff as Representatives for the Entire Organization
- d. Cross Training Staff
- e. Aesthetic Intelligence/Emotional Environment (Overall Campus Aesthetic Appearance)

Staff Caucus will revisit each of these 5 topics over the following year, and discuss progress toward improvement in these areas.

In addition, considering the focus of strategic planning for this year, Staff Caucus will identify improvements to these areas based on making the college exceptional and unique, without considering hypothetical budget or resources constraints (providing at least 2 ideas for improvement), and then also discuss impacts to improvements in these areas based on possible contingency scenarios at the college (declining enrollment, changes in budget) etc. (Providing at least 2 ideas for improvement based on possible contingency scenarios).

Staff Caucus will also continue to emphasize the role of customer service, regardless of role or position at the college.

- ✚ *Staff Caucus met and discussed several ways to improve Staff Retention and Staff Training.*
- ✚ *The next meeting Staff Caucus will further discuss training to include cross-training of staff.*